



**Community Development Division**

**Montana Housing Trust Fund Program**

**Phase One – Intent to Apply**

**DRAFT**

**Due October 7, 2016**

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711. The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals, who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

DATE OF APPLICATION

DATE RECEIVED (AGENCY USE ONLY)

Please thoroughly read the HTF Program Overview prior to completing and submitting this 'Intent to Apply'.

Activity Description				
Intended Recipient Information			Name	
			Organization/Entity/Agency	
			Mailing Address	
			City, State, Zip Code	
			Telephone Number	
			Email	
			DUNS Number	
Intended Partner (Developer) Information			Name	
			Organization/Entity/Agency	
			Mailing Address	
			City, State, Zip Code	
			Telephone Number	
			Email	
			DUNS Number	
Name of Proposed Project				
Type of Proposed Project		Check all that apply: <input type="checkbox"/> Construction <input type="checkbox"/> Preservation <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Reconstruction <sup>1</sup>		
Location Description				
Intended Project Beneficiaries		# Affordable Units reserved for 0% -30% AMI <sup>2</sup>		
		# Affordable Units reserved for 31% -80% AMI <sup>2</sup>		
		# Market Rate or Other Units		
		<b>TOTAL # of Units</b>		
Proposed Budget	Source(s) of Funding	Amount	"X" if committed	"X" if Non-federal
		\$		
		\$		
		\$		
		\$		
		\$		
Total Budget for Activity				
Current Owner of Project Site				
Projected Start Date				
Projected End Date				

<sup>1</sup> Rebuilding after a fire, flood, or other natural disaster.<sup>2</sup> Area Median Income

## **PART I: DESIGN REQUIREMENTS**

**Projects proposed for HTF funding must meet all of the following federal requirements. Initial each item to certify understanding and acceptance of each requirement. Applicants should be familiar with each requirement and how it will affect the proposed project; if there is a question about a particular requirement, do not hesitate to contact Department staff to discuss.**

- \_\_\_\_\_ Projects must have a Preliminary Architectural Report (PAR) submitted with each application for HTF funds. The PAR must be conducted by a certified, licensed architect, within one year of the date of application.
- \_\_\_\_\_ Projects already in construction prior to notice of award are ineligible for HTF funding.
- \_\_\_\_\_ 2016 HTF funds must be used only for housing units to serve qualified households of Extremely Low Income (<30% of AMI) housing [§ 93.151].
- \_\_\_\_\_ All successful HTF grantees must meet all grant startup conditions within 6 months of notice of award, and all HTF-funded projects must be completed and units occupied within 2.5 years of notice of award.
- \_\_\_\_\_ HTF requires a minimum 30-year period of affordability and the long-term financial feasibility of the project must be demonstrated for 30 years. If other funding sources require a lengthier period of affordability, the long-term financial feasibility must be demonstrated for that period.
- \_\_\_\_\_ HTF rents must be fixed as follows for Extremely Low Income Households: 30% of 30% of Area Median Income or 30% of poverty level, whichever is greater. Current HUD rental limits (including adjustments for bedroom numbers) will be posted on the HTF website when updated and made available to the state. 'Rent' includes rent + utilities. If the unit receives federal or state project-based rental subsidy, the maximum rent is the rent allowable under the rental subsidy program.
- \_\_\_\_\_ HTF uses the same maximum per-unit subsidy limit as currently established for the HOME program and is calculated using the HOME tab of the Uniform Application for Housing.
- \_\_\_\_\_ HTF will pay only a prorated share (based on the ratio of HTF units to non-HTF units) of the following items: common space construction, broadband wiring, direct administrative costs, and developer fees.
- \_\_\_\_\_ Upon completion and before occupancy, HTF units must be inspected by a state-certified UPCS inspector to meet all applicable State and local building codes, the International Existing Building Code of the International Code Council, and Uniform Physical Condition Standards (UPCS) [93.301(b)(1)]. UPCS inspection by a state-certified UPCS inspector will be required annually thereafter.
- \_\_\_\_\_ HTF units must meet HUD standards for lead-based paint mitigation (24 CFR, Part 35) and rehabilitation (24 CFR § 93.301(b)). All rehabilitation projects must identify all life-threatening deficiencies and address them immediately for all occupied units.
- \_\_\_\_\_ Upon project completion, the remaining useful life of all major systems for HTF-funded units (structural support, roofing, cladding and weatherproofing, plumbing, electrical, and HVAC) must be estimated.
- \_\_\_\_\_ HTF funds cannot be used to rehabilitate housing for existing homeowners or for transitional housing.
- \_\_\_\_\_ HTF funds for public housing are limited to rehabilitation (with Montana Housing Tax Credit [HTC] funds) or replacement (with Montana HTC or Rental Assistance Demonstration funds), and not for expansion of public housing.
- \_\_\_\_\_ All units undergoing significant ("gut") rehabilitation must meet energy standards set forth in the 2006 IECC, ASHRAE 90.1–2004, and any revisions thereto, as outlined in section 109 of the Cranston-Gonzalez National Affordable Housing Act.
- \_\_\_\_\_ All projects must meet minimum standards for accessibility [24 CFR, Part 8; 28 CFR, Parts 35 and 36; 24 CFR § 100.205, as applicable; and 24 CFR § 100.205 as applicable]; new construction must provide minimum visitability features of at least one zero-step entrance, one first-floor wheelchair accessible half-bathroom, and first-floor door widths of 32 inches or greater.

\_\_\_\_\_ Only 2.5% of any HTF grant may be used for grant administration costs directly related to the project. HTF may participate in overall cost of such administration on a proportional basis, relative to other funding sources.

## **PART II: DESIGN OPTIONS**

**The following design items are not required, but are will enhance the application score if included in the plans for the proposed project. Please check all that apply.** The proposed project will:

- \_\_\_\_\_ Meet visitability standards in rehabilitation projects.
- \_\_\_\_\_ Include green building standards.
- \_\_\_\_\_ Have rental assistance available so rents are affordable to extremely low income families.
- \_\_\_\_\_ Provide placement preference for HTF units to extremely low income families who are homeless or at risk of homelessness [24 CFR 93.350 and 24 CFR 93.303(d)(3)].
- \_\_\_\_\_ Cost more than 75% of the total estimated replacement cost of the rental housing after rehabilitation is complete (for rehab proposals only).
- \_\_\_\_\_ Be wired for broadband internet within the building and from the property to the adjacent street, under the category of 'utility connections'.
- \_\_\_\_\_ Specifically serve the homeless, disabled, elderly, or other disadvantaged population, specifically:  
\_\_\_\_\_.

## **PART III: PROJECT NARRATIVES**

### **Narrative 1**

**Please attach a letter of support from the local government, providing a brief description of how the proposed project will:**

- a. meet a stated goal/goals of the community's growth policy or housing plan; and
- b. address the local community's housing needs as identified therein.

### **Narrative 2**

**Provide a brief description of the proposed concept and technical design, in terms of:**

- a. location in proximity to education, employment, and community services, or
- b. access to public transportation; and
- b. energy efficiency and resilience to severe events.

### **Narrative 3**

**Provide names, years of experience, percent of work time available to meet the implementation and management demands, and a brief description of qualifications for persons and entities likely to oversee the HTF project during both:**

- a. the construction period; and
- b. the operational period.

### **Narrative 4**

**Provide the names of other affordable housing projects that have been designed, constructed, rehabilitated, owned, and/or managed by the applicant that demonstrate the applicant's experience and capability to conduct an HTF activity.**

#### **PART IV - CERTIFICATION**

The intended applicant agrees to comply with all applicable parts of Title I of the Housing and Economic Recovery Act of 2008, Section 1131 (Public Law 110-289), and 24 CFR Parts 91 and 93 Housing Trust Fund Interim Rule, as now in effect or as may be amended during the duration of the program. The intended applicant agrees to comply with all administrative directives and procedures that may be established by Commerce, including the most recent version of the Montana HUD Programs Grant Administration Manual; and any other applicable local, state, and federal laws, regulations, administrative directives, procedures, ordinances, or resolutions.

Signature\_\_\_\_\_

Title\_\_\_\_\_

Organization\_\_\_\_\_

Date\_\_\_\_\_